

## Board of Education Minutes - April 2015

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### Minutes from April 7, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Monsignor, Chad Steimle, Jennifer Wemhoff, Tommy Fallon, Terry Wendl, Molly Crosby, Pat Archer, Lisa Stachula, Brock Harris, Todd Morris, Heather Egger, Michelle Jordan (JFK Teacher), Melanie Blocker (JFK Teacher), Kathryn Knox (JFK Teacher), Angie Logan (JFK Teacher), Kelly Poster (JFK Teacher)
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF March 2015 – Approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
6. UNFINISHED BUSINESS –

#### a. Discussion and vote on Salaries and Benefits

##### i. Discussion:

1. Both 2015-16 draft budgets include a 3% increase to base and a \$300 increase to supplemental pay
2. Two years in a row we’ve made a plan so the age-banding now required for health insurance does not lead to huge increases for our more experienced teachers.
3. Retirement Contribution goal: To implement a discretionary contribution to employee’s retirement that would be above the 2% currently available.

##### ii. Motions:

1. To approve an approximately 3% increase to base salary for 2015-16, thus, increasing it to \$27,500.

##### a. 1st: Molly; 2nd: Lisa: approved, unanimous

2. To approve a \$300 increase to the budgeted supplemental pay amounts, with no change to half of the budgeted supplemental amount being contractual and half being a 2016-17 signing bonus pending the availability of funds and approved specifically by the board in April, May, or June of 2016.

##### a. 1st: Molly; 2nd: Todd: approved, unanimous

3. To approve the remaining half of the budgeted 2014-15 supplemental pay as a bonus for signing a 2015-16 contract.

Budgeted for the 2014-15 school year

Steps 1-3: \$ 1,600

Steps 4-11: \$ 1,900

Steps 12-16: \$ 2,200

Steps 17+: \$ 2,500

##### a. 1st: Molly; 2nd: Lisa: approved, unanimous

#### b. Discussion and vote on three sections

##### i. Informational:

1. Chad Steimle, Elizabeth Motto, Julie Bauer, Kitty Temming, and Mary Epping met several times to explore the feasibility of having a three section cohort move through JFK starting in kindergarten. Below were the main issues discussed

- a. Staffing issues
- b. Raw space issues
- c. Finances
- d. People’s sentiments

2. Conclusion regarding three sections of kindergarten:

- a. Staff, licensure, and space issues can be handled for a three section grade level to move through the building, particularly in grades K-5.

##### ii. Discussion:

1. The majority of the discussion centered on weighing the financial gains from having a third kindergarten classroom (and the resulting small class sizes) against the potential disruptions to the other students. There was great concern over the impacts on the other classes and the reactions of parents with existing large sections.

##### iii. Motions:

1. To create three sections of kindergarten if there are at least 53 kindergartners enrolled by June 30th. If there are not 53 kindergartners enrolled by June 30th, JFK will have two sections. It is also moved that, should there be three sections, the necessary additions of staff and other resources to accommodate the third section are also approved.

##### a. 1st: Lisa; 2nd: Terry: rejected, 6-2

2. Motion as related to 3rd grade for 2015-16: Begin a waiting list after hitting 28 in each homeroom (56 total). If kindergarten does not become three sections by June 30th, and there is at least 1 student on the waiting list for 3rd grade, such that total enrollment K-8 would be at least 413, open a 3rd section of 3rd graders. It is also moved that, should there be three sections, the necessary additions of staff and other resources to accommodate the third section are also approved.

**a. Motion not voted on following the result of Motion 1 in this section.**

3. Motion as related to 6th grade for 2015-16: At 55 total students, add at least a part-time aide to split between the rooms for at least part of the day. Begin a waiting list after hitting 28 in each homeroom (56 total). If neither kindergarten nor 3rd grade become three sections as described above, and there is at least 1 student on the waiting list for 6th grade, such that total enrollment K-8 would be at least 413, open a 3rd section of 6th graders. It is also moved that, should there be three sections, the necessary additions of staff and other resources to accommodate the third section are also approved.

**a. Motion not voted on following the result of Motion 1 in this section.**

4. Raise section caps for 2015-2016 kindergarten class to 27.

**a. 1st: Pat; 2nd: Lisa: approved, 7-1**

7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

**Principal's Report to the Board of Education (Chad Steimle)  
April 2015**

Leadership of School Culture and Instruction:

1. Iowa Assessments are April 7 – 13. The test levels for several lower grades were changed due to the transition from fall testing to spring testing. Kindergarten returns to taking the Iowa Assessments, first grade switches from level 5/6 to 7, and 2nd grade switches from level 7 to level 8. We were not able to find a suitable schedule for 385 students by which the approximately ten 8th graders attending Assumption for Algebra would not miss the first one or two tests each morning. Make-ups will begin as soon as possible as all materials need to be shipped from JFK by April 24th.

2. I am attempting to keep apprised of the Iowa science standards being considered. The state task force is thoroughly examining the Next Generation Science Standards and the public feedback received electronically and through focus groups. Recently, there has been discussion among Iowa legislators regarding the science standards due to concerns primarily regarding evolution and climate change. The NGSS were developed by several states, including Iowa. Primarily due to the issues mentioned above and the reservations and politics that surfaced after the work done to create Common Core ELA/reading and math, fewer states are on board. (Social studies standards, when revised/developed, will probably face similar challenges as the science standards face.)

Managerial Leadership:

1. I contacted the Department of Education regarding our licensure for daycare and before/after school care, and we have finally received feedback. Kitty and I are working on the 6-7 standards/criteria that the DE said did not meet requirements. For a couple, we have 45 days to be in compliance. For the others, it seems that we have to have a corrective plan submitted within 45 days and have then six months to actually fulfill the standard. At the same time, however, legislation shifting all of these responsibilities for childcare from the DE to the Department of Human Services has passed at least one chamber. Anticipating its passage, Kitty Temming and I have contacted DHS and the Fire Marshall to begin the process of applying for DHS licensure. The target date for the transition from the DE to DHS in the legislation is Jan 1, 2016. Working to meet both DE and DHS standards/criteria, especially when it is anticipated that the DE will soon be out of the business, is a frustrating consumption of time. Examples of where our programs have been flagged as not meeting requirements:

DE Standard	Comment
Employee background checks are not sufficient	The background checks for the diocese's Protecting God's Children/Virtus program do not include all of the same state and federal checks as the DE requires
There are no background checks for substitutes and volunteers in our after school care program	We do not have substitutes and volunteers in aftercare.

The daycare does not have enough assessment of students

The students are also enrolled in our preschool programs where they have plenty of assessments with GOLD, IGDIs, PALS, etc.

2. Dianne Siefers, Andy Craig, and I have reviewed our contracts for bandwidth. (The Davenport Catholic schools all share one "leg" of the Internet access.) JFK will be increasing our bandwidth from 10 Mbps to 30 next fiscal year. ASCS and SPS will go from 10 to 20, and AHS will from about 50 to 80.
3. An SCRA grant application for a new phone system and consoles was submitted. We asked for \$13,000 of the \$18,546 project. The remaining amount comes from the campus safety donation. If we don't receive the grant, budgeted funds will need to be used.
4. Ken Ruefer and I will meet with a lighting representative who did a lighting audit for us. With the rebates available to us, we may be able to replace all of the lighting at the school for a very low cost.
5. Anna Schott and I are exploring the school based therapy discussed last month. Vera French has some information on their website at <http://verafrenchmhc.org/school-based-therapy.html>. Vera French has a waiting list for schools and is in the process of attempting to hire more therapists. Anna is also contacting two other service providing organizations.

#### Leadership in Diocesan/Parish Context:

1. Msgr. Parizek, Ken Ruefer, and I sent a letter to Wade DuMond of Kwik-Trip, Inc., whom we met last month, to express our concerns about the development of the "Schnucks" property. Concerns outlined in the letter deal with increased foot traffic across our property, light "pollution", the adherence to the restrictions, easements, and stipulations that Kwik-Trip "inherited" with the purchase of the property, and their future use for land they are currently not developing. Joe Creen, who did the legal work for OLV when Schnucks bought the property, was also consulted. In conversation with Mr. DuMond, I had suggested that some of the land be donated to OLV/JFK. In email correspondence, Mr. DuMond indicated that such a donation seems possible. We plan to have further and more detailed discussions with Kwik-Trip representatives.

Respectfully submitted by Chad C. Steimle

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### Faith Formation April 2015 Report Submitted by Jennifer Wemhoff, DRE

#### 1) Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.

- a) Facilitated the First Communion parent/child meeting on March 8. Please see below for more detailed information about the meeting outcome:

#### 1st Communion Parent/Child Meeting

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#### March 8, 2015

48 out of 60 families were in attendance at the meeting

32 parents filled out "exit cards"

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#### Exit Card Comments:

<b>Rate in general today's preparation session: 1-5, with 1-being not helpful to 5-being not helpful</b>
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Below is the breakdown:

Rating of 5 - 24 families

Rating of 4 - 8 families

<b>What was most helpful about today?</b>
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- Video on how to take communion (14)
- Do's and Don'ts of how to receive
- Video on how the hosts are made (14)
- Really enjoyed the videos
- Placemat idea (2)
- The models/examples from the video gave the kids a good idea of what it will look like in the ceremony

- Discussing what was expected of parents and kids that day (2)
- Handouts
- Explain the steps (2)
- Overview of the day & what is to be expected
- What they were to wear
- Times

**What was least helpful about today?**

- Remind parents that their child should be in attendance with them at the meeting
- Video on how the hosts were made
- Walton video (2)

**How can our parish support you in making Mass a weekly priority in your life?**

- Pray for all of us
- Already a family priority (5)
- Continue doing what you are doing
- They do a great job
- Continue stressing the importance to our children which reaches the adult and family

b) I held 2 make-up meetings for those families that were not in attendance at the March 8 meeting. Make-up meetings were held on March 17 and 18 from 6-7PM.

c) One make-up meeting for the make-up meeting was held on March 24 for 2 families that forgot to attend one of the originally scheduled make-up meetings.

d) One final make-up meeting will be held April 9 for one family.

**2) Acting as a resource person for JFK catechists.**

a) Designed a special stations of the cross with music and video to be used with other Holy Trinity activities for the school on Holy Thursday.

**Pastoral Associate for Faith Formation: Trish Gallagher**

- Coordinating "Word" Project for Assembly learning about the Mass for Liturgy
- RCIA Holy Saturday Retreat and RITES for Easter Vigil for "Elect" 2 Adults/ 7 youth, and 3 other children (Baptism) 1 adult for full Communion and 3 adults Confirmation for Easter Sacraments
- Coordinating Easter Vigil planning with Liturgy Committee Chair persons

**Board of Ed. Confirmation Coordinator Report - April  
Submitted by Lisa Willows**

- Prepared Liturgy prep sheet for Confirmation Mass
- Printed Confirmation Certificates
- Made banner for Confirmation

**Our Lady of Victory Youth Ministry, Report to the Board of Education (Tommy Fallon)  
April 7, 2015**

**The Ministry of Justice and Service**

- Youth and Adults from OLV served dinner at the Catholic Worker House on March 10th.
  - **Board Action Requested:** I received a call from Michael Gaymen, director of the Catholic Worker House, informing me that he is considering two men for residence that are currently registered sex offenders. He has spoken with their POs and the reason they are on the list is public urination. He wanted to know whether or not I would still feel comfortable bringing youth to serve on a monthly basis if they were residents there. I conveyed to him that I did not feel comfortable making that

decision on my own and that I would be involving OLV/JFK leadership on the matter. How would the board like me to proceed?

- **Board response:** The board has no problem with the youth continuing to visit the house as long as parents are informed of the potential pasts of the men being served.

## The Ministry of Pastoral Care

- The Diocese is looking into bringing in nationally known speaker Jason Evert to our area April 27th, 2016. He would give a chastity presentation at Assumption High School during the day and another presentation in the evening for public school students and parents.

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## 8. COMMITTEE REPORTS AND COMMUNICATIONS (Written reports pre-submitted):

- Generations of Faith Committee (Karl, Todd, Trish)
  - No Report
- Finance Committee (Chad, Joe, Jen, Terry)
  - No Report
- Nominating Committee (Brock, Terry, all board members)
  - Potential names were discussed. Nothing official at this point. Terms ending: Terry, Molly, and Karl.
- Policy Committee (Chad, Patrick, Molly, Jen)
  - No Report
- Strategic Planning Committee (Chad, Terry, Lisa, Joe)
  - Diocesan strategic planning for education continues to take place. Good feedback was received at the November and February meetings, and there is much more to do. Feedback was received from principals in March, and it will be worked upon again at the principals' retreat in April. A final version is due to the bishop in June.
- School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
  - No Report
- Market/Public Relations Committee (Chad, Heather)
  - No Report
- Grant Writing Committee (Chad, Rena Harris)
  - From the principal's report:
    - An SCRA grant application for a new phone system and consoles was submitted. We asked for \$13,000 of the \$18,546 project. The remaining amount comes from the campus safety donation. If we don't receive the grant, budgeted funds will need to be used.
- Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - From the principal's report:
    - Elections were scheduled for May 30/31. Information for the bulletin likely needs to be the parish office in early May.
    - The parish picnic was scheduled for August 29th.
    - OLV's draft strategic plan is being reviewed by the committee members again prior to presentation to the parish council. The presentation is planned for the April meeting.
    - Chris Wemhoff, John Wagner, Ken Ruefer, and I are on what might be called a "steering committee" to determine who to involve, the process, etc. for expressing the qualities/skills we'd desire of the next pastor. Msgr. becomes eligible for retirement in March 2016 and will likely submit his request for retirement after his birthday. The priest personnel board would begin its work in November 2015 for assignments that would likely take place in July 1, 2016.
- Finance Council Rep. (Terry, Molly)
  - From the principal's report:
    - The stewardship renewal has resulted in pledged envelope giving increases of about \$48,000. Last year, pledged increases totaled about \$40,000, but parish income is not on track to see that type of actual increase.
    - Finance Council agreed to make a similar arrangement to last year to buffer three employees from what would have otherwise been a very large increase in health insurance premiums due to required changes and "age-banding rates" that began last year. These three employees are being "grandfathered" through this arrangement.

- iii. Ken Ruefer suggested that if the school roof quotes are reasonable, we may want to consider taking out a short term loan rather than pull funds from savings or defer payment on the construction debt.
- iv. Ken had an analysis of the Cuneen treasure renewal we began in 2010. At that time, Cuneen projected a bump of about 20% in envelope giving. We experienced about a 16% increase. Solicited by the council, Cuneen has submitted a proposal for another renewal process and will discuss it with the council in the spring. Its proposal this time gives a range of a 15%-22% increase in envelope giving.
- v. The Council's budget committee is estimating a 2% increase in "transfer" for JFK. Due primarily to flat income, the parish is still facing a challenge to budget about \$60,000 available for payment on the construction debt for the 2015-16 fiscal year. If around \$80,000 can be made this fiscal year and \$60,000 next year, the promissory note for \$144,000 can be paid off near its due date in March 2016.
- vi. Primarily due to school revenue increases from 15 more students enrolled than had been budgeted and late teacher resignations that led to considerable cost savings as compared to budget, Ken is estimating that we will have a surplus of over \$80,000 this fiscal year. It is also unlikely that 2013 Gala funds will have to be used in 2014-15.
- vii. It was suggested that at least a portion of Gala funds be used to make a discretionary contribution to eligible employees' retirement. Such a contribution would fulfill the spring 2012 stated goal of creating such a contribution within two years of the 2013-14 school year. The contribution could take place within the 2014-15 fiscal year and not be on the 2015-16 budget.

k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)

- a. No Report

l. Athletic Club - JFK Band Boosters - Home & School Rep.

- a. Volunteers for Fun Night are needed

m. Assumption High School Rep. (Matt Henning)

- a. No Report

n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Pat)

- a. No Report

o. Ad Hoc Committees: NONE

9. NEW BUSINESS:

- a. None

10. PASTOR'S NOTES (Msgr Jim P)

- a. The work done at the meeting tonight reflects the message of the opening prayer.

11. CLOSING PRAYER - meeting was adjourned at 9:04pm.

NEXT Regular Meeting: May 5, 2015

BOE's Rep to Parish Council in April, 2015 (Karl)

Respectfully submitted by Patrick Archer (Secretary)